



2014
HANDBOOK
2015

Sandhills
Community College

**INCREDIBLE FUTURES
BEGIN AT SANDHILLS**

Student Handbook

2014-2015



Sandhills Community College
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www.sandhills.edu

Sandhills Community College is committed to the elimination of all discrimination based on race, color, national origin, religion, sex, age, or disability. The College seeks to comply with all federal, state, and local statutes, regulations, and orders, including those that promote equal protection and equal opportunity for students, employees, and applicants.

FROM THE PRESIDENT...



Welcome to Sandhills Community College. We are delighted that you have joined us, as the college begins its second fifty years of service to the people of this community.

Nobody on this campus is ever too busy to work with you, and we expect you to call on us to make your Sandhills experience as rewarding as possible.

The academic work will be challenging. You will be stretched, and even stressed in ways that are perhaps new to you. Please remember that our purpose is to give you the best education possible so that you, in turn, can achieve your highest potential.

Welcome to the challenge and enjoyment of Sandhills. If I can help you in any way, please come to see me in Stone Hall or call me at 695-3700.

Good luck.

Sincerely,
John R. Dempsey
President

FROM THE STUDENT GOVERNMENT ASSOCIATION PRESIDENT...



My Fellow Students,

On behalf of the Student Government Association at Sandhills Community College, I welcome you to *your* college. Making the commitment to bettering yourself through a college education is not an easy one. This new chapter in your life will be challenging, but it can also be extremely rewarding. However difficult your coursework may be, the key to a fulfilling college experience is through student life. You can affect the atmosphere on campus directly by becoming active in all things student life and making this college *your* college.

There are many services and activities already in place at Sandhills aimed at improving your experience. Many of these opportunities are underappreciated due to lack of awareness. I want to make sure that you are *informed* about all of the activities and initiatives that are in place to help you succeed at Sandhills.

I want you to be *inspired* to get involved. I also want you to join and start clubs, to join the SGA, and I want you to start movements on campus. You bring a completely new perspective which you can use as a catalyst to influence Sandhills Community College, making it *your* college.

I want you, as a student, to *impact* the community around you. If we can come together as one voice, there is no limit to what we can achieve in this community, this state, this nation, or even the world. Please feel free to contact me with questions, concerns, or just to chat. Sandhills Community College is what you make of it, so make it *yours*.

Best Regards,

Andy Duncan
SGA President

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ACADEMIC CALENDAR

2014-2015

FALL SEMESTER- 2014

August 13	Wednesday	Faculty/Staff Meetings
August 14	Thursday	Registration
August 18	Monday	First Day of Classes
August 19	Tuesday	Add Period Ends
September 1	Monday	Labor Day Holiday
October 13-15	Monday-Wednesday	Fall Break
October 29	Wednesday	Drop Period Ends
November 3	Monday	Spring Priority Registration
November 11	Tuesday	Veterans Day Holiday
November 26-28	Wednesday-Friday	Thanksgiving Holidays
December 11-16	Thursday-Tuesday	Final Exam Period
December 16	Tuesday	Semester Ends

SPRING SEMESTER- 2015

January 8	Thursday	Registration
January 12	Monday	First Day of Classes
January 13	Tuesday	Add Period Ends
January 19	Monday	Dr. Martin Luther King Holiday
March 9-13	Monday-Friday	Spring Break
March 26	Thursday	Drop Period Ends
To Be Announced	***	Summer and Fall Priority Registration
April 6-7	Monday-Tuesday	Easter Holiday
May 7-12	Thursday-Tuesday	Final Exam Period
May 12	Tuesday	Semester Ends
May 16	Saturday	Commencement

SUMMER SESSION - 2015

May 25	Monday	Memorial Day Holiday
May 26	Tuesday	Registration Summer & Fall
June 29	Monday	Registration C Summer & Fall
July 3	Friday	Independence Day Holiday

Session	Classes		Last Day To Add	Last Day To Drop
	Begin	End		
Full Session	May 27	July 30	May 28	July 7
1st Half	May 27	June 25	May 28	June 15
2nd Half	June 30	July 30	July 1	July 20

DIRECTORY

Academic Advising	Stone 220C	695-3732
Admissions	Stone	695-3725/3738
Alumni Association	Causey 162E	695-3712
Athletics	Dempsey 222	246-4121
Barnes & Noble Bookstore	Dempsey	695-3789
Cafeteria	Dempsey	695-3785
Career Services	Blue 102	695-3735
Change of Major	Stone 220C	695-3732
Childcare Assistance	Stone 127B	695-3902
Clubs and Organizations	Dempsey 224	695-3858
Continuing Education	Van Dusen	695-3974
Counseling Services	Main Campus-Hoke Center	695-3968/875-8589
Course Changes	Your Advisor	
Disability Services	Van Dusen 213B	695-3707
Financial Aid	Stone	695-3743
Fitness Center	Dempsey	693-2668
Grades	Registrar's Office - Stone Hall	695-3740/3741
Graduation	Registrar's Office - Stone Hall	695-3740/3741
Hoke Center	1110 East Central Avenue, Raeford, NC	875-8589
Identification Cards	Dempsey Student Center Switchboard	692-6185
Intramural Sports	Dempsey 107	695-3786
Learning Resource Center	Boyd Library	695-3833
Library	Boyd Library	695-3819
Lost and Found	Dempsey Student Center Switchboard	692-6185
Parking Permits	Dempsey Student Center Switchboard	692-6185
Project Promise	Logan 221	695-3874
	Logan 218	695-3978
Scholarships	Stone 126	695-3726
Security	Wellard 108	695-3831
	Weekends	690-2762
Student Government	Dempsey 224	695-3858
Switchboard	Dempsey	692-6185
Testing	Stone 220A	695-3733
Transcripts	Registrar's Office - Stone Hall	695-3734
Tuition And Fees	Business Office - Stone Hall	695-3721/3951
Tutoring Center	Logan 115	695-3942
Veterans Affairs	Stone 127B	695-3902
Weather Emergencies		www.sandhills.edu
Work Study	Stone 126	695-3726

STUDENT CONDUCT

Student Conduct in the Instructional Environment

Faculty teaching courses for Sandhills Community College and students taking courses at Sandhills Community College have the right to an instructional environment that is conducive to study, thought, and full concentration on study topics selected by the instructor. Student behavior that threatens such an atmosphere and disrupts learning and teaching activities or creates an atmosphere of fear and intimidation of a student or faculty member will not be tolerated. The faculty and administration reserve the right to remove a student from a course or a program or to deny his or her admission to a course or a program if the student's behavior is determined to be detrimental to the teaching environment.

The Sandhills Community College faculty, staff, and administration expect student behavior that assures an instructional environment:

- where students arrive and depart on time,
- where there is no disruptive behavior,
- where the rights of others are respected and where students treat each other with politeness and respect,
- that is free from menacing or threatening language or disrespectful behavior directed at either the professor or other students,
- where a student's attire is within the generally accepted bounds of good taste and does not disrupt the learning process, and
- where students are allowed to bring guests (including children) only with the expressed permission of the professor.

Part of Sandhills Community College's responsibility is to prepare students for the world of work, where they will be expected to dress appropriately. Students at Sandhills are therefore expected to dress in a manner that reflects generally accepted standards of modesty and good taste. Faculty members have the right to establish dress standards for their classrooms, and—after appropriate counseling—to ban or remove students who do not meet those standards.

Student Code of Conduct

Students are adults and are, of course, expected to know what constitutes "acceptable" behavior. The College prefers to emphasize counseling and guidance in promoting good student conduct. However, when this approach fails, our only option is disciplinary action. If a student has any questions concerning appropriate conduct, he/she should see a college counselor, the Dean of Instruction or Dean of Campus Life (curriculum students), Dean of Continuing Education (continuing education students), or the Director of the

Hoke Center (Hoke Center/SandHoke students).

Sandhills Community College reserves the right to deny admission or readmission to students whose presence on campus is construed by the administration as harmful or potentially harmful to Sandhills Community College students, faculty, and/or staff. Moreover, Sandhills Community College may refuse to admit any applicant **during any period of time that the student is suspended or expelled from any other education entity**. Students admitted to the College must adhere to the Student Code of Conduct, which prohibits conduct that impairs significantly the welfare or the educational opportunities of others in the college community. The college may disclose educational information (which includes disciplinary information/records) with postsecondary institutions where the student seeks to enroll, intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. Students may request a copy of their records by contacting the Dean of Campus Life.

The Student Code of Conduct has one purpose: to ensure the existence at Sandhills Community College of opportunities and conditions that are conducive to effective learning, teaching and living together. This document is the product of the cooperative thought and dialogue of students, instructors and administrators of the College.

The following Code of Conduct applies to all students enrolled in courses with Sandhills Community College. The code should not be considered an exclusive list of acceptable and unacceptable behavior.

1. Each student is held responsible for information in the college Catalog published online at www.sandhills.edu.
2. Students who lose, damage, deface, destroy, sell, vandalize, or otherwise dispose of college property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and are subject to disciplinary action.
3. Under no conditions will alcoholic beverages, narcotics, or illicit drugs be permitted on college property or at college-sponsored events. Students under the influence of or possessing alcohol or drugs will be in violation of this policy and subject to disciplinary action. The College will comply fully with local and state laws concerning the possession of and/or sale of drugs. *In addition, students might not be able to receive federal student aid if they are or have been convicted of selling or possessing illegal drugs, if the drug offense for which they are/were convicted occurred while they were receiving federal student aid. To regain eligibility, students must provide to the Dean of Campus Life documentation of a minimum of six months rehabilitation and an on-going plan to remain drug or alcohol-free.*

4. Acts such as stealing, fraud, forgery, falsifying documents, gambling, fighting, and destruction of property will not be permitted. Any violation of this regulation may result in expulsion from the College on the FIRST offense.

5. Under no condition will the possession of a dangerous weapon, including but not limited to handguns, be permitted on college property. Such acts of possession may result in expulsion from the college on the first offense.

6. The College will comply fully with existing North Carolina laws that make possession of firearms or explosives on campus a Class I Felony and ALL weapons on campus unlawful. Sandhills Community College will immediately report ANY and ALL violations to local authorities.

7. In the interest of protecting students, faculty, staff, or property from harm, the College reserves the right to take disciplinary action in response to behavior off-campus that violates college expectations and policies or could be detrimental to the College.

8. Smoking is permitted only in the following locations on the main campus: Covered pavilion on the parking lot side of Dempsey Student Center; Picnic Shelter near Causey Hall; and parking lots. The use of tobacco is prohibited by students, staff, faculty, or visitors in all campus buildings at all campus locations and in any college-owned vehicles. For purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, e-cigarettes, pipes, smokeless or spit tobacco, or snuff.

9. Students are not to bring children or anyone not enrolled to class except under exceptional circumstances and with prior approval of the faculty member.

10. All vehicles must be properly registered, display appropriate stickers, and abide by posted and announced parking and traffic regulations. Violators of traffic and parking regulations are subject to fines, wheel locks, towing, or possible revocation of campus parking privileges. Student records may also be withheld until fines are paid.

11. Fiscal irresponsibility such as failure to pay college-levied fines, failure to repay college-funded loans, or the passing of worthless checks to college officials is subject to disciplinary action.

12. Behavior that creates an atmosphere of fear and/or intimidation of a student or faculty/staff member is prohibited. Any and all verbal, written, or physical threats of violence to oneself or other will be taken seriously and dealt with appropriately.

13. Prospective students visiting campus must report to Student Services or the Continuing Education Division upon arrival. Those failing to do so may be asked to leave.

14. The Dempsey Student Center and other campus facilities are for student use and for authorized activities. Thus, unauthorized individuals may be asked to leave.

15. All curriculum students are required to have and to carry a student ID. Students may be asked to show their ID at random. Failure to comply may result in disciplinary action.

16. Any act, comment, or behavior that is of a sexually suggestive or harassing nature and that in any way interferes with an employee's or student's performance or creates an intimidating, hostile, or offensive environment is strictly prohibited by Sandhills Community College.

17. Faculty and students at Sandhills Community College – on the main campus or off-campus locations, including online—have the right to an instructional environment that is conducive to study, thought, and full concentration on study topics. Student behavior that threatens such an environment and disrupts learning and teaching activities—including unauthorized use of technology (e.g., cell phones, computers, hand-held devices)—will not be tolerated and will be subject to disciplinary actions.

18. Appropriate attire, including shoes, must be worn at all times. It is expected that attire reflect the generally accepted bounds of good taste and not disrupt the learning process.

19. Part of Sandhills Community College's responsibility is to prepare students for the world of work, where they will be expected to dress appropriately. Students at Sandhills are therefore expected to dress in a manner that reflects generally accepted standards of modesty and good taste. Faculty members have the right to establish dress standards for their classrooms, and – after appropriate counseling – to ban or remove students who do not meet those standards.

20. If, in the opinion of college officials, clothing and/or behavior (including droops or the presence of gang colors, signs, and or symbols) are threatening, intimidating, or offensive in nature, sanctions may be imposed immediately.

21. For the safety of all concerned, the college campus is open during the following hours: Monday through Thursday, 6 a.m. to 1 a.m.; Friday, 6 a.m. to 10 p.m.; Saturday, 7 a.m. to 7 p.m.; Sunday, 7 a.m. to 5 p.m. The college is closed during holidays and times not listed above, except for special events. Students using classrooms and laboratories after scheduled class hours must obtain prior approval from the appropriate faculty/staff member.

22. Failure to abide by the SCC Information Technology Resources Acceptable Use Policy may lead to disciplinary action, including loss of

computer privileges, dismissal from the College, and/or criminal prosecution. The college expects and requires ethical and responsible behavior of individuals using information services.

22. Providing false information or fraudulent documents to college officials or procuring any money, goods, or services under false pretense is prohibited.

23. Rudeness and lying to school officials as well as failing to comply with instructions of college officials acting in performance of their duties are subject to disciplinary action.

24. In the interest of civility, privacy, and safety, coed accommodations on any club, class, or SCC sponsored trip is prohibited.

25. Any and all other offenses that may need the attention of the Dean of Campus Life or Dean of Instruction (all curriculum students), the Dean of Continuing Education (continuing education students), the Director of the SCC Hoke Center (all students taking classes at the Hoke Center) are subject to this code.

Academic Honesty

Sandhills Community College believes that the pursuit of knowledge requires honesty. Academic dishonesty includes but is not limited to the following:

1. Copying the work of another.
2. Collaboration: Working with another person on a test, examination, or paper without expressed authorization and without indicating that collaboration has occurred.
3. Plagiarism: The representation of the work of another person as one's own; the failure to cite the source of an idea, information, or words that come from someone other than the author of the paper or the exam.
4. Use of books, notes and/or electronic devices in examinations without the explicit permission of the professor.

Penalties for academic dishonesty may include the following:

1. Zero grade on the test or assignment on which cheating occurs.
2. Failing grade for the course.
3. Failing grade and immediate dismissal from the course.

When a student is accused of academic dishonesty, the resolution of the accusation is between the professor and the student. If the solution is unsatisfactory, there is an inherent right to appeal. The appeal shall be in accordance with the Student Grievance Procedure.

Disciplinary Procedures

- A. Report of offenses: Students, faculty members, staff or administrators should immediately report incidents that violate the Student Code of Conduct to the appropriate Dean of Campus Life or the Dean of Instruction (all curriculum students), Dean of Continuing Education (continuing education students) or Hoke Center Director (all students taking classes at the Hoke Center). When possible, the report should be documented through email or written report.
- B. The Provost/Dean/Director will confer with all parties involved and decide on one of the following options:
 - 1. To declare the case closed immediately for lack of evidence and to notify in writing the accused and the accuser.
 - 2. To refer the case to the risk assessment team for review and recommendation.
 - 3. To issue warning that repeated violation of the Code of Conduct may necessitate further disciplinary action.
 - 4. To reserve the right to deny admission or readmission to any student whose presence on campus is disruptive to other students.
 - 5. To invoke penalties. A student may be placed on probation, suspended, or expelled from the College for conduct or personal behavior that is in violation of the Student Code of Conduct. The appropriate Provost, Dean, or Director will, in writing, identify the claimed misconduct and present a statement of any penalty imposed. There is an inherent right to appeal. The appeal shall be in accordance with the Student Grievance Procedure.
 - 6. As a general rule, the status of a student accused of a violation of these regulations should not be altered until a final determination has been made in regard to the charges. Interim suspension may be imposed, however, upon a finding by the appropriate institutional official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused or any other member of the institution's community or its guests, poses a threat of destruction of property, or shows a potential for substantial disruption of classroom or other campus activities.

Student Grievance

Grievance is defined as any matter of student concern or dissatisfaction within the control of the College, except for the following:

- grades, which shall be subject to the decision of the professor unless related to some type of suspected discrimination;
- attendance policies and matters of a purely academic nature, which shall be adjudicated through the Dean of Instruction;
- some matters involving allegations of sexual harassment, which are addressed elsewhere in this Catalog and published online at www.sandhills.edu;
- residency classification, which shall be subject to final ruling at the campus level by the Residency Committee and may be forwarded to the State Residency Committee; and
- Financial Aid awards and eligibility, which shall be subject to review by the Financial Aid Appeals Committee with a final ruling by the Provost.

Student Grievance Procedure

The purpose of the Student Grievance Procedure is to assure students of Sandhills Community College that their grievances will be considered fairly, rapidly, and in a non-threatening atmosphere. This process is designed to be used by students, not their surrogates. In keeping with the college practice of addressing all grievances informally prior to resorting to formal procedures, it is assumed that prior to embarking on the formal Student Grievance Procedure, students will initially address problems and matters of concern informally with the faculty and/or staff members involved.

However, the College recognizes that not all student grievances will be satisfactorily settled on an informal basis. Therefore, this Student Grievance Procedure has been adopted and applies to all appeals of disciplinary actions, appeals regarding student records and privacy rights, and appeals based on charges of discrimination. Students should follow these procedures first in all applicable situations.

Any student electing initially to pursue a grievance outside of these procedures has thereby waived the ability to pursue his or her grievance hereunder. A complete copy of the Student Grievance Procedure may be obtained from the Dean of Campus Life or Dean of Instruction.

Student grievances resulting from academic practices or learning environment activities other than disruptive student behavior should be referred to the attention of the Dean of Instruction (curriculum students), Dean of Continuing Education (continuing education students), or Hoke Center Director (Hoke Center students) after the student has met with the faculty member or department chair and attempted an informal resolution of the problem. Student grievances that affect an individual's welfare and are not directly related to academic or classroom activities of the College should be brought to the attention of the Dean of Campus Life (curriculum students), Dean of Continuing Education (continuing education students), or Hoke County Director (Hoke Center students) after the student has made every effort to resolve the problem in an informal basis through conversation with the individuals involved.

Student Grievance Procedure Steps

1. **Informal Resolution** – The student attains the Student Grievance Form from the office of the Dean of Campus Life or the Dean of Instruction. In non-academic disciplinary issues initiated by student, the informal grievance procedure begins with Section C of the Student Grievance Form. In academic disciplinary issues, the student must meet with the instructor and department chair in turn to seek an informal resolution. If a satisfactory informal resolution is achieved at any point, the grievance process stops. If an informal resolution is not achieved, the student grievance procedure continues to appropriate Dean/Director, who renders a decision within five (5) business days. The student may elect to continue the appeal in accordance with the following:
 - a. Curriculum students will proceed to Step 2 of the Student Grievance Procedure and appeal to the Student Grievance Committee.
 - b. Continuing education students may appeal within three (3) business days to the Provost. A decision will be rendered in ten (10) business days. The decision of the Provost is final. Exceptions to the procedure include continuing education certificate programs: BLET and NA. These students should proceed in accordance with Step 2.
2. **Student Grievance Committee Hearing** – The student submits the Student Grievance Form to the Student Grievance Committee Chair within three (3) business days of the Dean's/Director's decision. The Student Grievance Committee renders a decision within ten (10) business days. Following a discussion by the Student Grievance Committee, the student may elect to continue the appeal to Step 3. (The Student Grievance Committee may choose to discontinue a hearing if the student fails to attend two or more scheduled meetings.)

3. President's Review – The student submits a written request for review to the college President within three (3) business days after the Student Grievance Committee's decision. The President renders a decision within ten (10) business days. The President's decision will be final.

Sexual Harassment Policy

Sexual harassment is unacceptable behavior and a violation of the law. Any act, comment, or behavior that is of a sexually suggestive or harassing nature and that in any way interferes with a student's performance or creates an intimidating, hostile, or offensive environment is strictly prohibited by Sandhills Community College. Students have the responsibility to bring any such incident (via written as well as verbal report) to the attention of an administrator so that the matter can be resolved informally. Curriculum students should contact the Dean of Campus Life; continuing education students should contact the Dean of Continuing Education; students at the SCC Hoke Center should contact the Center Director. The administrator will then contact the Executive Vice President or the Director of Human Resources. Any student who feels uncomfortable going to the Dean/Director should go directly to Director of Human Resources or the Executive Vice President. Grievances regarding sexual harassment, in some cases, may be addressed through some of the steps of the Student Grievance Procedure.

There are two categories of sexual harassment:

1. Sexual harassment in which a person in authority makes sexual demands upon another individual in exchange for favors, and
2. Sexual harassment in which a hostile or uncomfortable college environment is created by unwelcome or offensive sexual conduct.

Thus, it is important to understand that sexual harassment does not require physical contact. A hostile environment may be created by, but certainly is not limited to, the following unwelcome and offensive behaviors: repeated and unwelcome sexual advances, comments, contact, jokes, flirtations or any abuse of a sexual nature.

INFORMATION TECHNOLOGY

Information Technology Resources Acceptable Use Policy

Purpose

To enhance its educational, cultural, and economic missions in service to the community, Sandhills Community College provides students, faculty, staff,

and community members with computers, tools, instruments, and facilities that provide access to campus and global information resources. The College expects and requires ethical and responsible behavior of individuals using information resources. This policy statement identifies acceptable uses of these resources and includes circumstances in which the interests and rights of others must be protected and preserved.

These procedures apply to all Sandhills Community College students, faculty, and staff as well as members of the community who use or access college information technology resources.

Definition

The term "information technology resources" includes all computers, tools, instruments, or facilities which enable individuals to access or interact with information available through, but not limited to, the library automation system, the Internet, the World Wide Web, or local campus networks. Resources may be individually controlled or shared, stand alone, or networked. Included in this definition are classroom technologies, computing and electronic communication devices and services, modems, electronic mail, phone access, voice mail, fax transmissions, video, multimedia and hyper media information, instructional materials, and related supporting devices or technologies.

Use Agreement

By using college-supplied information technology resources, individuals, groups, or organizations agree to abide by all policies and procedures adopted by Sandhills Community College as well as all current federal, state, and local laws. These include college policies and procedures against harassment, plagiarism, and unethical conduct; as well as local, state, and federal laws prohibiting theft, copyright infringement, insertion of malicious software into computer systems, and other unlawful intrusions.

In the event of violation of any of these policies, procedures, or laws, the college will follow established disciplinary policies, including those regulating the provision of information to law enforcement authorities. The college shall not examine or disclose the contents of electronic files except when authorized by the owner of the information, when approved by an appropriate institutional official, or as required by law.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity—including invasion of privacy, unauthorized access, and trade secret and copyright violations—may be grounds for sanctions against users of information technology resources.

User Responsibilities

Anyone using college information technology resources is responsible for the following:

1. Recognizing and honoring the intellectual property rights of others, making attribution as appropriate.
2. Refraining from any illegal and improper intrusions into the accounts of others or into any College information technology resources or systems.
3. Taking all reasonable steps to insure the accuracy and the security of information compiled, accessed, or provided.
4. Being ethical and respectful of the rights of others and of the diversity of the College community, including the rights to privacy and all other legal requirements and restrictions regarding access to and use of information; and refraining from acts that waste resources and prevent others from having broad access to College information technology resources.
5. Abiding by all other applicable College policies and standards relating to information technology resources. These policies and standards include, but are not limited to software, wireless, remote access, and email.

Network Access

All equipment attached to the college network, including wireless networks, must be approved by the Network Administrator except in specifically identified public access areas.

Establishing Procedures

Individual organizations within the College may establish and define procedures or conditions for use of information technology resources under their control. Established procedures or conditions must be consistent with this overall policy but may provide additional detail, guidelines, or restrictions. In addition, all interactions outside the College are subject to the acceptable use policies of the outside agencies such as network access providers, telecommunications companies, or software developers.

Note: College adherence to NCCCS Information Security Manual (and any subsequent revisions): the College will reference the NCCCS Information Security Manual in developing any procedures related to employee use of system access and data management. The manual is housed in the office of the Director of IS and HR.

Intellectual Property Rights

As a public, non-profit institution, the College recognizes that its resources must be used for the express purpose of the college mission, must be

allocated wisely, and that the cost for use of its resources must be recovered. This policy supports the College's mission while it encourages and supports the intellectual property rights of the faculty, staff, and students of the College, including its facilities, equipment, and all other resources. Sandhills Community College complies with all federal and state laws governing the educational use of copyrighted material. It is the policy of Sandhills Community College to comply with the U.S. Copyright Act of 1976. All Sandhills Community College faculty, staff, and students are expected to act as responsible users of the copyrighted works of others which includes making informed decisions based on the fair use exemptions to the copyright laws.

Sandhills Community College provides an environment that supports the academic activities of the faculty, staff, and students. The College encourages the development, writing, invention, and production of intellectual property designed to improve the productivity of the College and/or to enhance the teaching/learning environment. It is the intent of the College to maintain a positive atmosphere for scholarly development.

Definitions

As used in this Policy, the following words shall have the following meanings:

1. *Intellectual property*: Intellectual property is defined as intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical and artistic works, computer software, multimedia presentations, inventions, etc. Intellectual Property includes any materials specifically created for use in a distance education course. These materials could include, but are not limited to: study guides, software, videotaped lectures, databases, lectures, transparencies, visual aids lab manuals, syllabi, bibliographies, glossaries, tests, assignments, course documents, and other instructional materials.
2. *Copyrightable work*: Copyrightable work includes all creative work that is protectable under the copyright laws of the United States or other countries. Copyright protection is available for most literary, musical, dramatic, and other types of creative works, including but not limited to computer software, teaching materials, multimedia works, proposals, and research reports.
3. *Significant college support*: Significant college support means the use of specialized, experimental equipment, or computer facilities; or the use of any College resource in a way that leads to an appreciable expenditure of College funds if that expenditure would not otherwise have occurred. Occasional use of office or classroom space, libraries, or general computer hardware and software will not ordinarily constitute significant use.

Ownership of Intellectual Property

1. *Ownership resides with the employee or student:* Ownership resides with the employee or student if the following criteria are met:

- a. The work is the result of individual initiative, not requested by the college
- b. The work is not the product of a specific contract or assignment made as a result of employment or enrollment at the college.
- c. The work is not prepared within the scope of the employee's job duties or the student's enrollment.
- d. The work involves no use of significant college support including facilities, time, and/or other resources.

2. *Ownership resides with the College:* Ownership resides with the College if the following criteria apply:

- a. The work is prepared within the scope of the employee's job duties or the student's enrollment.
- b. The work is the product of a specific contract or assignment made in the course of the employee's employment with the college or the student's enrollment.
- c. The development of the work involved significant college resources including the use of facilities, time, and/or other resources of the college including, but not limited to, released time, grant funds, college personnel, salary supplement, leave with pay, equipment or other materials, or financial assistance.
- d. The college and the employee or student may enter into an agreement for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the college for its costs and support. When it can be foreseen that commercially valuable property will be created, the college and the employee or student shall negotiate an agreement for ownership and the sharing of benefits prior to creation of the property. In all such cases, the agreement shall provide that the college will have a perpetual license to use the work without compensation to the employee or student for such use.
- e. If an employee is granted full or partial leave with pay (e.g. release time or educational leave), to write, develop, produce, or invent intellectual property, the employee and the college will share in any financial gain, and the college's share will be negotiated prior to the time the leave is taken.
- f. The College owns all rights to its logo, seal, and other related materials.

g. The College, at its sole discretion, may release its rights of ownership in Intellectual Property. However, the College shall retain a royalty-free license to use said Intellectual Property for research and education.

h. Notwithstanding the provisions of this policy, in the case of a work created under a grant accepted by the college, the ownership provisions of the grant shall prevail.

Liability Issues

All College faculty and staff will ensure that the intellectual property created by them are original except for such materials from copyrighted sources that are reproduced with the written permission of the copyright holder; that the intellectual property in no way constitute a violation of or an infringement upon any copyright belonging to any other party; that the intellectual property will contain no information previously published or copyrighted by the faculty member unless such information is noted in the material; and that the it contains no matter which is libelous or in any way contrary to law.

Disciplinary Action

Individuals are responsible and liable for their own actions in the creation, use, and distribution of intellectual property. Violations of this policy may also result in disciplinary action by the College including expulsion from the College and/or termination of employment.

CAMPUS POLICE AND PUBLIC SAFETY

Traffic Rules and Regulations

All students, faculty, and staff are required to adhere to all rules and regulations related to vehicle use on campus. The complete guide to those rules and regulations can be found on the SCC Homepage under the quick links to Security.

Automobile Registration

All students who park vehicles on campus must register their vehicles at the time of course registration. The cost of parking stickers is included in the student fees payable at registration.

Parking Regulations

Students are required to park in paved parking spaces that are not reserved for visitors or for faculty/staff. Reserved parking applies to vehicles 8 a.m.–3 p.m., Monday-Friday, after which time anyone may park in these spaces. A one-hour time limit applies to all visitor spaces. When paved parking spaces are filled, the College will provide designated unpaved areas for temporary student use. Restricted parking, including handicapped parking, is marked with appropriate signs.

Parking Permit

At registration, all students are required to obtain a permit that enables them to park at the College. **The permit must be affixed to the left rear bumper or displayed in the left rear window of the vehicle.** This permit will also enable staff to notify the student in the event of an emergency (**e.g., someone hits the car**). If a student temporarily drives a vehicle without a permit, he/she must obtain a temporary permit from the switchboard receptionist in Dempsey Hall. Vehicles parked on campus without permits will be in violation. Repeated violations of the campus parking regulation will be considered an offense of the Student Code of Conduct. Disabled students may receive handicapped parking permits after presenting appropriate DMV documentation to the campus switchboard receptionist. Campus parking lots have designated areas for the disabled.

Temporary Parking

For the first few days of the fall/spring semesters, staff members may need to direct vehicles into temporary parking areas. Students should follow the instructions given during this time period.

Parking Violations

Violations of parking regulations will result in fines and/or the vehicle's being towed. Violations that are potentially dangerous, such as speeding and reckless driving, are subject to disciplinary action in addition to any fines levied. Violations for which citations may be issued include, but are not limited to the following:

Fines

The Business Office is hereby authorized to collect a \$25.00 fine for any of the following violations:

- Parked in visitor space
- Parked in faculty space
- Parked in student space
- Failure to display current parking decal
- Failure to register vehicle
- Improper display of parking decal

The following violations shall be considered infractions. The Business Office is hereby authorized to collect fines at the rates below for any of the following violations:

Driving in a hazardous manner/speeding/careless and reckless	\$100
Driving wrong way in drive lanes	\$50
Exceeding a safe speed	\$25
Failure to heed a stop or yield sign	\$25
Parking incorrectly in a parking space	\$25
Parked in driveway/access	\$50
Parking in manner creating hazard	\$50
Parking in more than one space	\$25
Parked in no parking space/area	\$25
Parked in unauthorized/handicap space	\$100
Unsafe Movement	\$25
Any traffic violation (not listed)	\$25

The student is responsible for any violation incurred by individuals who bring the student to campus. Payments of fines should be made to cashier in Stone Hall. Failure to pay parking tickets will result in the fines' being added to the student registration fees. **Persons who have received five (5) or more tickets may have the vehicle towed or may be subject to other disciplinary action.**

Identification Card

During registration, the student will need to obtain a student ID. *An ID is required—the student must carry it at all times on campus!* ID cards issued during a student's initial enrollment should be used during the student's entire academic career at Sandhills Community College. This card allows students to checkout library books, use the Learning Resource Computer Lab, use college equipment, and participate in SCC activities. Financial aid recipients will be

able to purchase books more easily from the Logan Bookstore using an ID card. Curriculum students may receive one card per school year at no charge. A replacement card costs \$10. A paid receipt and a valid government photo ID or passport are necessary to have an ID made. ID cards are made 8 a.m.–9 p.m. Monday-Thursday and 8 a.m.–4 p.m. Friday in the Dempsey Student Center during fall and spring semesters. Students that are enrolled for the fall semester do not need to renew their card for the spring semester. Note: Online students use their assigned student ID number to gain their password-protected user account that then allows them to access campus resources and services via electronic means. Online students are encouraged to obtain an ID card upon their first visit to campus.

Campus Crime

In accordance with the Student Right-to-Know, Campus Crime Security Act of 1990, and the Clery Act, SCC exhibits “zero tolerance” toward violence on campus, including sexual assault, aggravated assault, physical confrontations of any kind, verbal threats of intent to cause harm, harassment designed to intimidate another, hate crimes, robbery, burglary, and property crimes such as destruction, theft, and sabotage. The “Compliance” section of the Catalog provides more information.

Security and Access to Campus Facilities

The college campus is open during the following hours:

- Monday through Thursday6 a.m. to 1 a.m.
- Friday 6 a.m. to 10 p.m.
- Saturday..... 7 a.m. to 7 p.m.
- Sunday..... 7 a.m. to 5 p.m.

The college is closed during holidays and times not listed above, except for special events. Students using classrooms and laboratories after scheduled class hours must obtain prior approval from the appropriate faculty/staff member.

Campus Law Enforcement Authority

Sandhills Community College retains its own police department. Campus police officers have full police powers on Sandhills Community College property and all public property immediately adjacent to the college property. Campus officers are responsible for all law-enforcement-related matters on campus property to include the enforcement of applicable North Carolina criminal and traffic laws. In situations where law enforcement authority is required at satellite campuses, the Hoke Center contacts the Raeford Police Department; the James H. Garner Center for Community Education in

Westmoore contacts the Moore County Sheriff's Office. Campus police personnel work closely with local, state and federal police agencies and have direct radio communication with Moore County "911."

Emergency Services

Campus police, security and maintenance employees are the primary First Responders. They respond to campus emergencies such as injury, illness, fire, and tornadoes. In the event of an emergency, students and campus visitors should follow the instructions of college officials. In addition, emergency instructions are posted throughout the campus.

Emergency Phones

In case of an emergency, emergency phones are located at strategic points around campus. To use one of these phones, students should push the red emergency button. During college operational hours, the call goes to Campus Police and Public Safety. When the College is closed, the call is automatically sent to "911."

Emergency Code Blue Boxes

The SGA donated funds to purchase two Code Blue boxes. These emergency boxes provide users with a simple way to call for emergency assistance by pressing the large red button and speaking clearly into the telephone. During college operational hours, the call goes to Campus Police and Public Safety. When the College is closed, the call is automatically sent to "911."

Reporting Crimes

Because the College operates in multiple venues, these specific instructions apply when reporting crimes.

- **Main [Moore County] Campus:** To report a crime/emergency, individuals should call 911. Sandhills Community College encourages accurate and prompt reporting of incidents.
- **Hoke Center:** During hours of operation all crimes/emergencies are to be reported to Hoke Center Security or the Director of the Hoke Center (910-875-8589). After hours, individuals should contact "911."
- **James H. Garner Center for Community Education in Westmoore:** During hours of operation, all crimes/emergencies are to be reported to James H. Garner Center for Community Education in Westmoore Security or the Dean of Continuing Education (910-695-3974). After hours, individuals should call 911.
- **Off-Campus Crimes:** Students in off-campus classes should follow the same procedures outlined above for reporting crimes. Immured students

are encouraged to review and follow emergency procedures specific to their institution of residence. After College hours, individuals should call 911. Campus Police and Public Safety is to be notified of the details of the incident as soon as possible.

Investigation of Crime Reports

All reasonable efforts will be made to maintain confidentiality. Upon receiving the report, an investigation into the incident will begin immediately, involving Campus Police and Public Safety, who will determine if other law enforcement authorities should be involved. The Campus Police and Public Safety Director and the Executive Vice President will determine if a campus and/or community alert should be issued in the interest of public safety.

Students who participate in campus violence will be subject to disciplinary actions up to and including expulsion (as noted in “Student Code of Conduct”). There is an inherent right to appeal.

Documentation of Crime Reports

Campus Police and Public Safety will maintain a daily log documenting all crimes reported to Campus Police and Public Safety or other law enforcement agencies. The information found in this report shall be open for public knowledge within two business days, except when the release of the information is prohibited by law or would jeopardize an investigation or the victim’s confidentiality.

Crime Statistics

In accordance with the Student Right-to-Know, the Campus Crime Security Act of 1990, and the Clery Act, the College is required to provide information about serious crimes on campus, as defined by the acts, which have occurred during the last three (3) calendar years. This report is updated annually to the U.S. Department of Education, in accordance with the law, in October of each year. Copies of the Campus Crime Statistics Report and Annual Security Report may be obtained by contacting the main campus switchboard (910-692-6185) or the Director of the Hoke Center (910-875-8589). Information can also be found online at www.sandhills.edu/security.

Sexual Assault Policy

In accordance with the U.S. Department of Education requirements of Section 485 of the Higher Education Act (also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act [20 U.S.C. Section 1092]), SCC recognizes that sexual offenses, forcible and non-forcible, are violent, demeaning crimes and will not be tolerated. SCC will support this

policy and increase awareness through educational prevention seminars, special literature, and counseling. Services and resources for victims will also be provided. The State Bureau of Investigation maintains a registry of convicted sex offenders that can be accessed online at www.sexoffender.ncdoj.gov.

Reporting Sexual Assault

The College encourages all victims of sexual offenses to report the incident as soon as possible. The College understands the sensitive issues involved with this type of crime; therefore, the following individuals may be contacted: Campus Police and Public Safety (910-695-3831 or “0”), Dean of Continuing Education (910-695-3767), Dean of Instruction (910-695-3715), or Dean of Campus Life (910-695-3714).

Individuals at the Hoke and James H. Garner Center for Community Education in Westmoore should follow the same procedures; however, they may feel more comfortable making the initial report to one of the following: Hoke Center Security or the Director of the Hoke Center (910-875-8589) or the Dean of Continuing Education (910-695-3767).

In an emergency or after hours, students should use the emergency telephones or the CODE BLUE devices to contact the switchboard or “911.” They should contact the designated college officials as soon as possible if assistance is needed. The College emphasizes the importance of preserving all evidence for the proof of a criminal offense.

Options: There are several options and resources for individuals who have been sexually assaulted. Seeking assistance does not require the victim to take further legal or disciplinary actions; it allows the victim to receive private and confidential treatment and emotional and psychological support.

Medical and Psychological Support Services

Moore County

FirstHealth Moore Regional Hospital	910-715-1000
Emergency Room	910-715-1111
Pinehurst, NC 28374	
Friend-to-Friend	910-947-3333
111 McNeill Street	
Carthage, NC 28327	
Moore County Emergency	911
Carthage, NC 28327	

Sandhills Community College

Moore County Department of Social Services 910-947-2436
1036 Carriage Oak Drive
Carthage, NC 28327

Moore County Health Department 910-947-3300
705 Pinehurst Avenue
Carthage, NC 28327

Sandhills Center for Mental Health 910-295-6853
205 Memorial Drive
Pinehurst, NC 28374

Sheriff's Department 910-947-2931
101 Dowd Street
Carthage, NC 28327

Hoke County

Sandhills Mental Health 910-875-8156
Health Department 910-875-3717
Police Department 910-875-4251
Sheriff's Department 910-875-5111
Cape Fear Valley Medical Center 910-609-4000
FirstHealth Family Care Center 910-904-2350

Disciplinary and/or Legal Actions

The process against the alleged assailant will begin immediately. An investigation will be conducted in a timely manner. All parties will be treated with confidentiality and respect. Both the accuser and the accused will be given equal opportunity to present their views of the incident. A determination will be made by either the Provost or the Executive Vice President. Both parties involved will be informed of the determination or outcome and will have the right to appeal. **With the final determination, the appropriate corrective actions will be implemented.** The College reserves the right to make changes to either party's academic situations if deemed necessary or if the request is a reasonable option. Disciplinary actions may include expulsion from the College. The College will retain as confidential all documentation of allegations, investigations, and determinations. *In addition, both parties must maintain the confidentiality of all aspects of the incident, disclosing no information whatsoever without the written consent of the other party.*

The college is required to disclose (upon written request) to an alleged victim of a crime of violence or non-forcible sex offense the results of a disciplinary hearing against an alleged student perpetrator.

The victim has the option to report the assault to the appropriate law enforcement authority. Reporting an assault does not obligate the victim to proceed with legal prosecution. It is the victim's right to decide whether or not to continue with or to halt legal proceedings. College personnel will assist the victim with whatever services or support is available, as appropriate.

Telephone Calls

The College cannot accept incoming calls for students except in extreme emergencies. Students should let their families know that, if a genuine crisis arises, Student Services is the office to call to contact that student. The College does not have a paging system; therefore, it is difficult to deliver messages to students. *If a student has a child in daycare or school, it is essential to have an additional contact person listed with the daycare or school in the event that the SCC student cannot be reached.*

Lost and Found

The switchboard receptionist in the Dempsey Student Center keeps all items found on campus. Students should see the College Receptionist in the Dempsey Student Center if they have lost any belongings while on campus.

Pets on Campus

The campus is not an appropriate place for the pets of students or for the pets of faculty/staff members. For the safety of the pets and the campus community, the College requires that pets not be on campus during regular hours of operation. In addition, pet owners should not leave unattended pets in vehicles during their time on campus. Pets, except for guide animals, are not allowed in campus buildings.

Walking Track

For the student's safety, the track is for walking or jogging. Wheeled vehicles—mopeds, bicycles, roller skates/blades, skateboards, etc.—are prohibited.

Smoking Policy

Smoking is permitted only in the following locations on the main campus: the Covered Pavilion on the parking lot side of Dempsey Student Center; Picnic Shelter near Causey Hall; and parking lots. The use of tobacco is prohibited by students, staff, faculty, or visitors in all campus buildings at all campus locations and in any college-owned vehicles, or in other posted locations. For purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, smokeless or spit tobacco, snuff, and “vaping” with e-cigarettes.

Inclement Weather

Decisions to close the College for adverse weather and other emergency situations will be made by the college administration. Missed classes and assignments will be made up in accordance with the best judgment of college officials and the guidelines promulgated by the North Carolina Community College System Office.

“Colleges have an obligation to deliver the instructional services for which students pay tuition and fees. Therefore, curriculum and continuing education classes that are missed or not held for any reason—including inclement weather—should be rescheduled or the instruction should be made-up by some other alternative. Alternatives may include extra class sessions, extended class sessions, individual conferences, or other options approved by the college’s administration. It is assumed that alternative arrangements for making-up missed class time will be made by the College.” NCCCS Numbered Memo March 8, 1996.

When severe weather forces a departure from regular scheduling, announcements will be issued by local and regional radio and television stations. Below is a list of those stations contacted by the College.

WTVD-TV (11)	Durham	WAZZ-AM 1490	Fayetteville
WRAL-TV (5)	Raleigh	WFLB-FM 96.5	Fayetteville
Carolina 14-TV (14)	Raleigh	WKML-FM 95.7	Fayetteville
WNCN-TV (17)	Raleigh	WZFX-FM 99.1	Fayetteville
WUKS-FM 107.7	Fayetteville	WIOZ-FM 102.5	Southern Pines

Additionally, students may call the College at 910-246-2865 to hear a recorded message indicating whether the College will have a delayed opening or will be closed; students may also access information online at www.sandhills.edu. Students enrolled in distance learning and hybrid courses are also notified via the Internet course delivery system (Moodle learning management system).

The College also notifies students of inclement weather via telephone or text message through its ReGroup system.

Student Involvement in the Institution

Student Government Association (SGA)

Many student activities at Sandhills Community College are sponsored by the Student Government Association (SGA). Efforts are made to provide students with cultural, social, recreational, and service-oriented activities. Activities sponsored by the SGA include free food days, the annual Fall Fest and Spring Fling, holiday festivities, coffee and doughnuts during exams, and a variety of other events.

The SGA is always looking for new ideas and new Senators. To become a Senator, students must complete a simple application, maintain at least a 2.0 GPA, contribute at least two hours per week to SGA activities, and possess high motivation. Every student on campus is a member of the SGA, and the SGA acts as the students' voice at SCC. Not only does the SGA sponsor fun events and activities, but it also presents student comments and concerns to the administration and the Board of Trustees. In fact, the SGA President is a trustee of the College.

The SGA office is located upstairs in the Dempsey Student Center.

Student's Role in Institutional Decision-Making

By statutory requirement, the President of the Student Government Association serves ex officio on the Board of Trustees, the governing body of the College. Students are appointed to the following standing committees: Safety and Environmental, Scholarships, and Student Grievance Committee. In these committees, students have opportunities to study and comment on proposed policies and procedures and to rule on appeals related to student disciplinary cases.

Most significantly, the Student Government Association gives students experience in representative government. Officers are elected by the student body. Students interested in serving in the SGA can get information directly from the Sandhills website at www.sandhills.edu or the Director of Student Life located in the Dempsey Student Center.

Student Publications

Although the College has no systematic schedule of student publications, the Student Government Association periodically produces an in-house bulletin written by and designed for students.

This bulletin, when it is published, is overseen by the SGA Public Information Officer and the Director of Student Life, with content by members of the SGA and the student body. While it is an informal publication, this bulletin, like all student publications, is expected to observe the guidelines for student publications.

Student Publications Guidelines

Student publications guidelines at Sandhills Community College are expected to represent the student body at its best. The content of such publications must be in concert with the college Student Code of Conduct. Specifically, all contributors to such publications are bound by the elements of this code:

- Writing that is threatening and creates an atmosphere of fear and/or intimidation is prohibited.
- Writing that includes any element of a sexually suggestive or harassing nature is prohibited.
- Writing that involves libelous charges or which constitutes an attack on another member of the college community is prohibited.
- Writing that makes use of obscene language and/or expletives is prohibited.

Because this is an educational institution, writing that appears in student-created publications is expected to be clear, correct, and well-reasoned. Documents should be well-designed and inviting to the reader.

All materials for student publications must be approved prior to publication by the Director of Student Life. Any disputes about content may be taken to the Dean of Campus Life for resolution in concert with the Director of Student Life, the SGA President, and the student-writer. There is an inherent right to appeal. The appeal shall be in accordance with the Student Grievance Procedure.

Photo and Video Use

Sandhills Community College does not collect photo/video release forms. Instead, the College assumes that faculty, staff, and students are the best resources for marketing the College and welcome student involvement in these activities. Still or video photo shoots may be informal (candid photos of campus scenes, athletic events, performances, events, or activities) or formal (planned visits to classrooms, headshots or video shoots on campus). All photographic/video images become the property of Sandhills Community College. Marketing and Public Relations staff members add the photos or video footage to the College's library of images (maintained by Marketing & Public Relations), which becomes a resource for the College's online and print publications.

The Marketing and Public Relations Department attempts to inform the campus when far-reaching photography projects are planned (all user e-mail notice to faculty and staff, announcements on campus TV monitors, etc).

Students participating in a formal photo shoot (Career Focus magazine, billboards, schedules, etc.) are giving their permission for their image to be used as the College sees fit. Students may opt out if that is their choice. If a student does not wish to be photographed but fails to identify himself or herself to the photographer, it will be very difficult to exclude that person from the resulting images.

Concerns about the uses of individual images may be communicated to the Marketing & Public Relations Department, who will try to resolve individual complaints while still meeting the institutional goals of visually representing the College. Expense is sometimes a consideration in the ability to change a photograph; usually an inventory of printed publications must be exhausted before the change can be implemented.

Supervisory Role of the Institution over Student Activities

While Sandhills Community College takes very seriously its commitment to creating an atmosphere that encourages maximum student self-governance and a range of stimulating activities, the College is also mindful of its responsibility to oversee student life in a responsible and proactive fashion. The supervision of student activities is a function of the Student Services Division. The Dean of Campus Life charges the Director of Student Life to direct student activities and serve as advisor to the Student Government Association (SGA). The Advisor attends all SGA meetings and sponsored activities and serves as a liaison between the SGA and the Dean of Campus Life. A description of the supervisory role of the SGA Advisor over the SGA and student activities is found in the *Student Government Association Constitution and Bylaws*.

The SGA is the official sanctioning body for all campus clubs and organizations. The *SGA Constitution and Bylaws* notifies students of their responsibility in initiating and participating in a student club or organization, which must be recognized as such in order to be permitted to use college facilities. Each club or organization has a faculty or staff member who serves as advisor and meets regularly with the group. Additional information may be found in the *Student Club and Advisor Handbook* which may be obtained through the Director of Student Life. Student activities at Sandhills Community College are evaluated regularly through student surveys. Results provide insight into student needs, interests, satisfaction, and level of participation. These insights are used in determining and planning appropriate student activities.

Student Fundraisers

All student fundraiser events must be approved by the Director of Student Life prior to the event. Proper scheduling will help prevent the possibility of two events occurring on the same day. Activities on campus, including requests for donations or funds, must be submitted in writing using the Club Fundraiser Form. Before approval is given for soliciting prizes, funds, or donations from the public, the Director of Student Life will consult the Sandhills Community College Institutional Advancement Office to ensure the activity relates directly to the purpose of the College and does not conflict with other fundraising activities or plans (More information is available under “Fundraising Procedure” in the Policies and Procedures Manual.)

Student Life

There’s something special for everyone at SCC. Sandhills Community College sponsors a wide variety of organizations and clubs designed to enhance the educational opportunities available to our students.

ACES (Association for Architecture, Construction, Engineering and Surveying)

Contact: Ed Spitler, Little 167, 695-3797, spitlere@sandhills.edu

The Association for Architecture, Construction, Engineering and Surveying, otherwise known as the ACES Club, provides students with knowledge of these and related fields outside of the classroom. Each year, the ACES members participate in the Experience Engineering Project, through which students explore exciting projects and sites related to their industries. Students have toured the Washington Nationals Baseball Stadium construction, the Freedom Tower construction, the Brooklyn Bridge, the Smithsonian Air & Space Museum, the Skyscraper Museum, the Hoover Dam, the Chunnel, the Big Dig, as well as many other interesting sites.

Athletics

Contact: Aaron Denton, Dempsey 222, 246-4121, dentona@sandhills.edu

Sandhills Athletics works to support the mission and purpose of Sandhills Community College. As a member of the National Junior College Athletic Association (NJCAA), SCC athletics provide opportunities for development and competition that support the educational goals of the College. Athletics were founded to serve the individual student as well as to enrich the college

environment for all students, faculty, and staff. The Athletics Department works with students to promote leadership and involvement within our community. While many of our athletes will likely continue competing at a four-year college or university, it is our purpose to inspire all student athletes to better themselves academically, socially, and physically.

Cheer Club

Contact: Natasha Brown, Stone 118-A, 695-3741, brownn@sandhills.edu

The purpose of the Cheer Club is to promote and uphold team spirit for those we encounter, to develop good sportsmanship by example, and to support good relations in the community and between teams and squads during events. The organizational goal is to work in harmony with the Athletic Department and administration, other athletic teams, and sporting organizations. The SCC cheer club will also create awareness of upcoming games.

The regular squad will consist of a maximum of 11 cheerleaders. Additional members may be admitted and allowed to fill regular squad positions as vacancies occur or temporary positions in the event a regular cheerleader is unable to perform his or her cheerleading duties. Candidates interested in trying out for the Cheer Club must complete a tryout packet. Packets will be available starting the first week in April and due the week prior to tryouts in June. Dates will be posted on the Sandhills website at www.sandhills.edu.

Computer Technology Club

Contact: Paul Steel, Little 213, 695-3815, steelp@sandhills.edu

The Computer Technology Club gives students the opportunity to meet others with similar interests in computer technology. The club facilitates communication, discussion and dispersion of information relating to computer applications, services and technologies. The club includes students from all areas of computer instruction offered on the campus including, but not limited to, computer programming, computer engineering, digital media, networking, and simulation and game development. Club members are encouraged, through outreach programs, to give back to the SCC campus community and the Sandhills community at large. Above all else this club is open to all who WANT to know more....

Criminal Justice Club

Contact: Teresa Hall, Van Dusen 230, 695-3931, hallt@sandhills.edu

The Criminal Justice Club is for students who have been or plan to be involved in the field of criminal justice. It promotes professional awareness

and standards, a unified professional voice, high standards of conduct, fellowship, community service, and professional development. The mission of the organization includes such personal and professional goals as (1) not judging others, (2) being unified in service, (3) being professional, (4) working as a team, (5) using integrity in all efforts, (6) creating new ideas, and (7) upholding educational standards.

Dance Club

Contact: Shauntel Gaines, Dempsey 107, 695-3786, gainessh@sandhills.edu

The Sandhills Community College Dance Club (SCCDC) provides students who are interested in dancing an outlet to explore and enhance their abilities. Participating in this club offers opportunities to learn about everything that goes into dance performances. You will learn how to plan rehearsals, choreograph, teach dance to others, and enjoy performance. No experience is necessary; the only thing required is dedication and an open mind.

Early Childhood Club

Contact: Susan Wright, Van Dusen 217, 246-5360, wrightsu@sandhills.edu

The purpose of The Early Childhood Education Club is to promote the importance of early childhood care and education and to develop club members into advocates and leaders for the early childhood field.

Hospitality Club

Contact: Ted Oelfke, Little 241, 695-3756, oelfket@sandhills.edu

The Hospitality Club gives students the opportunity to meet others with similar interests in the Hospitality Industry. The club facilitates communication, discussion and dispersion of information relating to hospitality. The club includes students from all areas of hospitality instruction offered on the campus including, but not limited to, culinary, hospitality management and baking and pastry arts. Club members are encouraged, through outreach programs, to give back to the SCC campus community and the Sandhills community at large. The club maintains the herb garden adjacent to the culinary lab, participates in a variety of charitable fundraising efforts and actively supports poor children in Albania as part of the SCC University of Shkodra agreement. Above all else this club is open to all who WANT to know more..

Horticulture Club

Contact: Dee Johnson, Steed 209, 695-3883, johnsond@sandhills.edu

One of the oldest and most renowned organizations on the SCC campus is the Sandhills Horticulture Club. The club's primary purpose is to provide a vehicle to support outside activities and competitions in which the Landscape Gardening students participate. The club hosts special events such as bedding plant sales and other creative projects to support student trips, competitions, and student career days.

Human Services Club

Contact: Trish Harris, Van Dusen 219, 695-3871, harrist@sandhills.edu

The purpose of this organization is to support the activities and projects of SCC; to further civic, campus, professional and social activities of interest to its members; and to promote community awareness through service.

Intramurals

Contact: Shauntel Gaines, Dempsey 107, 695-3786, gainessh@sandhills.edu

The Intramural Sports Program at Sandhills is designed to serve the recreational needs of current students. The program offers a variety of sports and activities for every type of student. Intramurals bring together the entire campus community to participate in friendly athletic competition.

Mentoring, Supporting, Affirming, Cultivating and Empowering Women (MSACE)

Contact: Tarshima Hackett, Logan 132, 695-3862, hackettt@sandhills.edu
Tonelli Hackett, Stone 221A, 695-3737, hackettto@sandhills.edu

MSACE is the Mentoring, Supporting, Affirming, Cultivating, and Empowering of women. This organization desires to promote the women of Sandhills Community College to areas of greatness through the connection of sisterhood. This is established by honoring the complexity and diversity of women through academic excellence, cultural enrichment, community involvement, and social affirmation.

Musical Theatre Club

Contact: Jennifer Thomas, Wellard 123, 695-3830, thomasj@sandhills.edu

The SCC Musical Theatre Club is an organization that provides students the opportunity to express themselves through singing, dancing, and acting. Our goals are to put on at least two productions a year - one in the fall and one in the spring. These productions may be compilations of musical scenes, acting scenes, choral arrangements, dance pieces, plays and musicals. We hope to provide the community with a myriad of creative art expressions.

NAMI on Campus at Sandhills Community College

Contact: Dr. Randal Foster, Stone 221C, 695-3968, fosterr@sandhills.edu

NAMI on Campus at Sandhills Community College is an exciting student-led extension of the National Alliance on Mental Illness (NAMI) organization. This student-led club tackles mental health issues on campus by raising mental health awareness, educating the campus community, supporting students, promoting services and advocating for student success. NAMI on Campus aims to address the mental health needs of all students so they have positive, successful, and fun college experiences.

Outdoor Adventure Program

Contact: Shauntel Gaines, Dempsey 107, 695-3786, gainessh@sandhills.edu

The goal of the program is to provide a wide range of outdoor activities at a variety of skill levels for the SCC community. Participants have the opportunity to develop lifetime recreational skills, learn about safety and proper technique, gain an appreciation and concern for our natural environment, meet new people, and have a great time!

Phi Theta Kappa – Alpha Tau Beta

Contact: Jackie Babb, Little 207, 695-3802, babbj@sandhills.edu or
Scott Robinson, Little 206, 695-3869, robinsons@sandhills.edu

Phi Theta Kappa is the international honor society for two-year colleges. Membership is available to students by invitation only and requires a 3.7 GPA based on 16+ hours of college credit courses (100 level or higher). Invitees who choose to join are inducted in either spring or fall semesters. The

hallmarks of Phi Theta Kappa are scholarship, leadership, fellowship, and service. Kappans serve as hosts for the college lecture series, as marshals at graduation, and as assistants with on-campus service activities such as new student registration.

Radiography Club

Contact: Pat Brannan, Kennedy 157, 695-3841, brannanp@sandhills.edu

The Radiography Technology Club is made up of students who are currently enrolled in the SCC Radiography Program. Club members host fundraisers to offset the costs associated with attendance at conferences and workshops. This organization provides opportunities for students to extend their education beyond the classroom and is of great benefit to anyone whose goal is to be a radiographer.

Rotaract

Contact: Mary Brideschge, Stone 104A, 246-4128, bridschgem@sandhills.edu

Rotaract is a service organization sponsored by the Rotary Club of the Sandhills and other area Rotary Clubs. The Rotaract motto is “Service above self.” Rotaract is open to all students and inducts new members throughout the academic year. This organization meets monthly and is involved in many community service projects and provides students the chance to attend working sessions of the local Rotaract organization in order to better understand and support its mission.

Running Club

Contact: Rick Oelfke, Stone 113, 246-5365, oelfker@sandhills.edu

The Running Club is a recreation organization for Sandhills students to promote their personal health and well being. The club meets once a week to participate in runs varying in intensity. All levels of runners are encouraged to join!

Sandhills Association of Nursing Students

Contact: Kathy McNamara, Kennedy 121, 695-3843,
mcnamaraka@sandhills.edu

The Sandhills Association of Nursing Students (SANS) seeks to introduce participants to the nursing profession through their professional organization and to provide a setting for professional socialization. Active membership is available to all ADN (Associate Degree Nursing) and PN (Practical Nursing) students. SANS also promotes and encourages participation in community affairs and activities related to improving healthcare. SANS provides opportunities for state and national networking with their professional organization. Fundraisers, service projects, social events, educational programs, and mentoring and recruitment opportunities are all part of the experience available to SANS members.

Student Government Association

Contact: Caitlin Persinger, Dempsey 224, 695-3858,
persingerc@sandhills.edu

The student activities program at SCC is sponsored by the Student Government Association. Members of the SGA make a concerted effort to provide students with cultural, social, recreational, and service-oriented activities. Activities sponsored by the SGA include free food days, the annual Fall Fest and Spring Fling, holiday festivities, doughnuts during exams, student accident insurance, and scholarships and awards. The SGA is always looking for new ideas and is the students' voice at SCC.

Turfgrass Club

Contact: Mike Ventola, Little 202, 695-3941, ventolam@sandhills.edu

Golf Course/Turfgrass Management students participate in the Turfgrass Club at SCC. Club activities are designed to develop students' business and interpersonal skills. Fellowship activities are scheduled throughout the year to assist in this effort.

Ultimate Frisbee Club

Contact: Rick Oelfke, Stone 113, 246-5365, oelfker@sandhills.edu

Played much like football and soccer combined, “Ultimate” is a transition game in which players move quickly from offense to defense on turnovers that occur with a dropped pass, an interception, a pass out of bounds, or a player caught holding the disc for more than ten seconds. Ultimate is governed by Spirit of the Game, a tradition of sportsmanship that places the responsibility for fair play on the players rather than referees. Since 2005, Sandhills Community College has sponsored its own club to participate in local tournaments, and expose its students to this exciting game.

FREQUENTLY ASKED QUESTIONS

General

Q: When is the first day of the semester?

A: The first day of the Fall 2014 Semester is Monday, August 18. The first day applies to traditional, hybrid, online, and evening courses.

Q: How do I change my schedule?

A: Changing a class schedule can include dropping a class, adding additional classes, or changing the days and times of a class. To start the process, obtain a “Course Change Form” from your advisor and complete the information on the form. You might need to obtain several signatures in order to change your classes, so be sure to check with your advisor to see what needs to be completed on the form.

Q: How can I get in contact with my instructor?

A: There are several ways to contact your instructor. The online directory (<http://198.85.71.76/directory/directories.php>) will provide you with office and phone numbers as well as email addresses. Please remember that you should allow your instructors at least 24 hours to respond to you.

Q: I am registered for an online course. What do I do now?

A: Some instructors offer an on-campus orientation for their Internet courses. See the Schedule of Classes for special instructions regarding such sessions or access this link: <http://www.sandhills.edu/student-information/distance/orientation.php>. Here you will be able to set up your online account. To do this go to the Sandhills home page (www.sandhills.edu) and click the MySCC student portal link on the right side of the screen. On the next page click the link for first time users and follow the directions to set up your accounts. On the first day of classes you will be able to login to your online course. It is VERY important that you log in on the first day of class. To login to your class return to the MySCC page and click the Moodle button. If you have any questions about your classes, please call your advisor.

Q: If I drop a class, can I get a refund?

A: It depends on when you drop the course. In order to drop a course and receive a 100% refund, you must drop the course by Friday, August 15. Once classes begin, there are very specific deadlines for dropping courses and receiving a percentage of your tuition back. Please check the website carefully and become familiar with these deadlines.

Q: How do I get my books?

A: Books may be purchased through the SCC Bookstore in person or online via the Bookstore link on our website www.sandhills.edu. Students with financial aid must present a SCC student ID and an official class schedule to the book-store staff to get books.

Q: How do I get a student ID and parking sticker?

A: Bring a copy of your paid schedule and a photo ID (ex. Driver's License) to the campus switchboard located in Dempsey Student Center just outside of the SCC Bookstore. For parking stickers you will also need to know your license plate number and make and model of your vehicle, and follow directions to register online (myscc.sandhills.edu/parking.php).

Q: Where should I park on campus?

A: You can park in any lot that is not designated for Faculty/Staff. To get a parking spot close to your class, you should plan to arrive on campus a little earlier than normal during the first few weeks of the semester.

Q: When and how do I get my financial aid refund?

A: Spring semester financial aid refunds (ex. Pell Grant) are mailed in February to the address shown on your student schedule. If your address has changed, you will need to see the Admissions Office.

Q: Where is my classroom?

A: To locate your classroom, refer to your student schedule to see the building location of your class. Once you know the building, use a campus map (found in Student Services in Stone Hall) or refer to your Pre-Advising Folder which has a campus map on the back cover to help find your building. As a rule, classrooms that begin with a 1 (ex. Kennedy 136) mean that they are on the first floor and those that begin with 2 (ex. Van Dusen 208) are located on the second floor. It is good practice to find your classroom prior to the first day of class.

Student Success Center

Q: What is the difference between my advisor and the Student Success Center?

A: Your program advisor's role is to assist you in course planning and registration, as well as answer questions about your major. The Student Success Center is here to assist you with general advising issues including changing your major, placement testing and resource referral.

Q: What if I cannot find my advisor?

A: Each advisor should have office hours posted on their office door. During registration times, they should have an appointment sign up. If your advisor is truly unavailable, you should refer to the department chairperson or the Student Success Center.

Q: How can I find out course requirements needed for graduation?

A: Our website has all curriculum graduation requirements. You can also find program sheets in the lobby of Stone Hall. Your advisor will have a listing of the courses you have taken and can tell you what you have left to graduate.

Q: How do I declare/change my major?

A: Complete a Change of Major form found in the Student Success Center in Stone Hall.

Q: How do I get out of a class once it has started?

A: If it is within the Drop/Add period of the semester, you may drop the class. This will allow you to drop the class without it showing up on your transcript. After the drop date, you may be able to withdraw from the course. This will show upon your transcript, but will not affect your GPA. All drops, adds and withdrawals should have the appropriate instructor's signatures. You can find the drop/add form in Stone Hall or with your advisor.

Q: When should I be registering for classes?

A: We will post priority registration dates on our website and around campus. This usually starts about a month prior to the current semester ending. Once you see the notification, you should make an appointment to meet with your advisor to register for the next semester.

Campus Police & Public Safety

Q: I do not have a student sticker; can I park in visitor parking?

A: No, you must still park in student parking.

Q: I have a class in Meyer/Stone Hall and it is only an hour, can I park in visitor parking?

A: No, you must still park in student parking.

Q: I am late and need to park against a curb/in visitor parking/faculty parking/in the roadway.

A: No, you must still park in student parking.

Q: I have a car with a handicap placard that does not belong to me, can I park in the handicap spaces.

A: No, the placard must be assigned to you by the Department of Motor Vehicles. Additionally, you must have a Sandhills Community College handicap parking sticker to park in handicap spaces on campus.

Q: How do I get a Sandhills handicap parking sticker?

A: You must show the registration card for your handicap placard and your student ID card.

Q: I have a handicap placard; can I park in the diagonal striped area for handicap parking?

A: No, the diagonal striped area is for people who are getting out of wheel chair accessible vehicles. Parking in the diagonal striped area prevents a person who uses a wheel chair to get out of their vehicle.

Q: Where can I get a parking sticker?

A: Parking stickers can be picked up at the switchboard in the Dempsey Student Center lobby after registering online (myscc.sandhills.edu/parking.php).

Q: Where is lost and found?

A: Lost and found items can be claimed at the college switchboard in the Dempsey Center lobby.

Q: Does it cost anything for campus police to jump start my dead battery or to unlock my car door if I lock my keys in my vehicle?

A: No, we will jump start and unlock vehicles at no charge.

Q: Can I report a crime anonymously?

A: Yes, crimes can be reported anonymously. However, the more information we have about the crime and those involved, the better our chance we have of taking appropriate action.

Career & Personal Counseling Center

Q: Where are Career and Personal Counseling services offered?

A: The Main Campus and the Hoke Center.

Q: What services to students does the Center provide?

A: The Center provides students with career development, personal counseling, and employment services.

Q: If I have a personal problem or mental health concerns, how do I meet with a counselor?

A: You can walk in to the Center to speak with a counselor or contact our licensed professional counselors at (910) 695-3968 (Main Campus) or (910) 875-8589 or (910) 878-5804 (Hoke Center).

Q: If I speak to a counselor, will this meeting and what I say during it become a part of my student academic records?

A: No. Your career development or personal counseling records are kept separate from your academic records and are secured in the Center's locked files at all times.

Q: How can a counselor help me with career development questions?

A: Our counselors will offer you online career assessments and professional counseling to aid your career decision. Also offered is assistance in writing successful resumes, job interviewing, and networking strategies.

Q: What employment services for students or alumni does the Center offer?

A: The Center offers an online listing of current job offerings for current SCC students and alumni. You can register and log in from the Center's page on the SCC website or come by the Center for assistance.

Tutoring Center

Q: Do you charge for tutoring?

A: No, it's free.

Q: Can I get a tutor at any time during the semester?

A: Yes

Q: Can the Tutoring Center help me with assignments?

A: Yes, with discretion.

NOTES

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**Ball Garden Visitor's Center
Blue Hall**

- Career Services
- BLET Classroom
- Health & Fitness Program Classroom
- Office of Planning and Research
- Student Employment

Boyd Library

- Archives
- Barbara Cole Children's Literature Center
- Jeanne Hastings Gallery
- Learning Resource Computer Lab
- Library
- Teresa Wood Reading Room

Causey Hall

- Alumni Relations
- Cosmetology
- Emergency Medical Science
- Grant Development
- SCC Foundation Office

Dempsey Student Center

- Athletics
- Center for Teaching and Learning
- Clement Dining Room
- Ewing Center for Student Leadership
- Heins Gymnasium
- Intramurals
- Logan Bookstore
- Lost and Found
- Marketing
- Parking Permits
- Peterson Dining Commons
- Photo ID
- Reception
- Russell Fitness Center
- Student Government Association
- Student Life

Kennedy Hall

- Bracken Auditorium
- College Programs for High School Students
- Fine Arts –Art
- Health Sciences
- Nursing
- Owens Wing
- SandHoke ECHS Office
- St. Andrews Extension
- UNC Pembroke Extension

Little Hall

- Byerley Auditorium
- Computer Technologies
- Distance Learning
- Engineering Technologies
- Golf Course/Turfgrass Management
- Whole Harvest Kitchen
- Peggy Kirk Bell Center for Hospitality and the Culinary Arts
- Russell Dining Room
- Charles and Jane Wellard Technology Center

Logan Hall

- Developmental Education
- Disability Services
- English and Humanities
- Mathematics
- Project Promise
- Kelly Tutoring Center

McKean Campus Services Center

- Grounds Maintenance
- Physical Plant Maintenance
- Print Shop
- Shipping/Receiving

Meyer Hall

- Directors Auditorium
- Management & Business Tech Lab
- Sciences
- Therapeutic Massage

Owens Auditorium**Palmer Trades Center**

- Electrical
- Industrial Maintenance
- Welding

Sirotek Hall

- Transportation Technologies

Steed Hall

- Landscape Gardening

Stone Hall – 1st Floor East

- Administration, Business Office, Human Resources
- John Sledge Board Room

Stone Hall – 1st Floor West

- Meyer Family Foundation Auditorium
 - Admissions, Financial Aid, Placement Testing, Records and Registration, Veterans Services

Stone Hall – 2nd Floor West

- Counseling Services
- Minority Mentoring Center
- Placement Testing & Lab
- Student Success Center

Stone Hall – 2nd Floor East

- Management & Business Technology
- Information Services

Van Dusen Hall 1st Floor

- Continuing Education, Dedman Center for Business Leadership, Furches Life-Long Learning Center, McCaskill Public Service Center

Van Dusen Hall 2nd Floor

- Social and Behavioral Sciences, Public Services

Wellard Hall

- Audiovisual Services
- Fine Arts – Music and Music Education
- Campus Police and Public Safety



